

DOD 5000.4-M-2 SOFTWARE RESOURCES DATA REPORT (SRDR) MANUAL

CHAPTER 4. SUGGESTED RFP AND SOW LANGUAGE

4.1 Introduction

This chapter contains suggested language referencing DD Form 2630 (the Software Resources Data Report or SRDR) software data reporting for inclusion in any request for proposal (RFP). Paragraphs are shown for sections L (instructions) and M (evaluation) of the RFP. It also contains suggested language to convey the statement of work (SOW) to the contractor or developer.

4.2 RFP Language for Section L, Instructions:

The government desires software measurement data on the elements identified within the attached Work Breakdown Structure. The data desired for each marked element are contained on the attached sample DD Form 2630 forms (SRDR) and associated definitions and instructions. The government desires to collect a subset of the same data that the contractor normally collects to oversee and manage software development efforts. Therefore, the government expects the contractor to customize or tailor the draft DD Form 2630 forms to be consistent with data it normally collects. The contractor shall propose the software measurement data within a Software Resources Data Collection Plan, which may be part of either a Software Development Plan or a separate Software Measurement Plan. The contractor shall provide a SRDR Data Dictionary with the customized DD Form 2630 forms.

The contractor shall submit a completed DD Form 2630-2 within 60 days after contract award for the entire software product, and within 60 days after initiation of each software release or build. The contractor shall submit a completed DD Form 2630-3 within 120 days of delivery of each delivered software release. The contractor shall submit a completed DD Form 2630-3 for the entire software product within 120 days of delivery of the final software element. Report format and other delivery requirements are specified in the attached CDRL.

4.3 RFP Language for Section M, Evaluation:

The contractor's customized SRDR and Data Dictionary will be evaluated

- a) on the extent to which the report captures the government's stated need, and
- b) on the extent to which the data provided is integrated with the contractor's normal oversight and management procedures.

4.4 SOW Language for Software Resources Data Report Compliance

The DD Form 2630 series (SRDR) is needed to supply the government with basic information about the size, effort, schedule, and quality of a developed software product. The DD Form 2630-2 and DD Form 2630-3 are authorized by the associated CDRL. To minimize the cost and maximize the meaningfulness of the data reported, the DD Form 2630 forms and their instructions must be customized so as to conform as closely as possible to measures customarily used by the software development organization while still satisfying the basic government requirements. To serve as a point of departure, the government has provided sample DD Form 2630 forms and an associated set of instructions. These data elements represent the data the government desires. However, the government is aware that not all entities manage their software efforts using the same metrics. Therefore, the development organization is free to propose its set of software metrics that meets the overall intent of the data contained with the DD Form 2630.

The government has pre-determined – based on a targeted work breakdown structure – those elements within the WBS on which it desires a DD Form 2630. These elements are indicated within Attachment [x]. The customized DD Form 2630-2 must be submitted before and the customized DD Form 2630-3 must be submitted after development for each of the identified software elements within this WBS. The sample DD Form 2630 shows desired data items that are appropriate for the DD Form 2630-2 (prior to development) and DD Form 2630-3 (end of development) submissions. The developer shall submit a SPDR Data Dictionary with specific data item definitions for the proposed customized DD Form 2630-2 and DD Form 2630-3 as part of the software development proposal.

A DD Form 2630-2 must be submitted within 60 days of contract award and must contain estimates at complete for measures of size, effort, and schedule. Estimated values should be at the 50% confidence level, i.e., the probability that the actual value will be lower than the estimated value should equal the probability that it will be higher. A DD Form 2630-3 must be submitted within 120 days of software product delivery. A DD Form 2630-3 contains actual values at complete for measures of size, effort, schedule, and quality. If a contract anticipates multiple deliveries of a product, such as successive builds or releases, a DD Form 2630-2 must be submitted to provide estimates at complete for each expected delivery and a DD Form 2630-3 must be submitted after each software element is delivered. DD Form 2630-2 and DD Form 2630-3 must also be submitted for any elements developed by a subcontractor that exceed \$25 million (FY 2002) in software development cost. Subcontracted software development for less than \$25 million (FY 2002) may be reflected (rolled-up) in the data provided on the primary DD Form 2630 or may be reported separately, as appropriate or reasonable. A DD Form 2630-3 is required at contract completion that covers the entire software product.

The customized DD Form 2630-2 and the customized DD Form 2630-3 must reflect the same measures and definitions so that the two reports will give corresponding views of the expected and actual size, effort, schedule, and quality of a developed product.